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THE TRAINING DEPARTMENT OF THE LAKESIDE PRESS

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THE
TRAINING DEPARTMENT
OF THE
LAKESIDE PRESS



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Vice-President

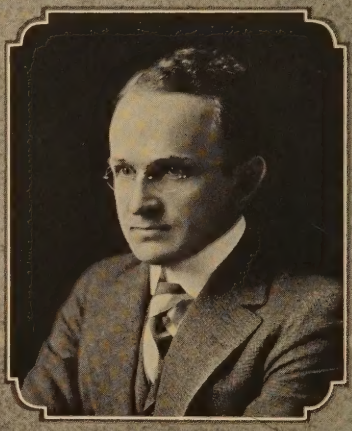


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OFFICERS OF THE LAKESIDE PRESS

THE TRAINING DEPARTMENT OF THE LAKESIDE PRESS

An Historical Sketch
Together with An Illustrated Description
of Its Progress, Aims and
Purposes



The Lakeside Press
R. R. DONNELLEY & SONS COMPANY
CHICAGO

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HE

THAT HATH A TRADE

HATH AN ESTATE

AND HE

THAT HATH A CALLING

HATH AN OFFICE

OF

PROFIT AND

HONOR

. . .

BENJAMIN FRANKLIN

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FOREWORD

THE *purpose of this book is to show to the boys and the young men of Chicago and vicinity the life-career opportunities offered by The Lakeside Press. Although it is directed particularly to those who are about to graduate from the Elementary and the High Schools, there is the hope that it may prove helpful to parents, teachers, or vocational counselors in their efforts to guide young men toward useful and honorable occupations.*



STAFF OF INSTRUCTORS



THIS GROUP OF SIXTY-EIGHT MEN HAVE GRADUATED FROM THE SCHOOL FOR APPRENTICES OF THE LAKESIDE PRESS DURING THE YEARS 1915–1923. THESE YOUNG MEN BEGAN AS BOYS TO LEARN THE TRADE THOROUGHLY AND ALL ARE NOW CRAFTSMEN AND MANY ARE ALSO EXECUTIVES. THESE MEN KNOW THAT TRAINING PAYS. IT IS ALSO EVIDENT THAT A TRAINING DEPARTMENT IN AN INDUSTRY IS A GOOD BUSINESS PROPOSITION

HISTORICAL

THE history of The Lakeside Press from its beginning in 1864 to the present day covers the modern development of the printing industry. The firm was first known as Church, Goodman & Donnelley but later became The Lakeside Printing and Publishing Company. It was at length reorganized under the name it now bears, R. R. Donnelley & Sons Company. The organization is at present housed in three plants, two in Chicago and one in Crawfordsville, Indiana. The value of the three plants with their equipment is in round numbers $4,000,000. About two thousand people are employed the year around.

In 1864, when the original firm was established, apprentice training was rapidly declining. The ancient method of attaching a young man or a boy to a master workman was a thing of the past. A lad who wished to learn the



THE SCHOOL COMPOSING ROOM WHERE THE PRE-APPRENTICES ARE TAUGHT THE RUDIMENTS OF THE PRINTING TRADE IN A COMPLETELY EQUIPPED MODERN TRAINING DEPARTMENT UNDER THE INSTRUCTION OF A CRAFTSMAN



THE CLASSROOM WHERE STUDENTS ARE TAUGHT ACADEMIC SUBJECTS INCLUDED IN THE HIGH SCHOOL COURSE OF STUDY UNDER FACTORY CONDITIONS WITH THE SUBJECTS CLOSELY CORRELATED BY HIGH SCHOOL INSTRUCTORS



A SUCCESSFUL PRINTING SALESMAN KNOWS EVERY PROCESS IN THE MANUFACTURE OF A BOOK FROM THE TIME THE COPY IS RECEIVED UNTIL THE SHIPMENT HAS REACHED THE CUSTOMER. RALPH ROSCHER ('16) ENTERED THE DONNELLEY ORGANIZATION AS A LAD OF 14. HE IS NOW WELL QUALIFIED TO REPRESENT THE ORGANIZATION AS A SALESMAN BECAUSE HE IS THOROUGHLY FAMILIAR WITH OUR METHODS AND EQUIPMENT

trade was obliged to pick up bits of information here and there during the time he was not kept busy as the printer's messenger or general utility boy. Frequently the young learner was discouraged or even openly opposed by the journeymen in the shop.

It soon became evident to the management of The Lakeside Press that future growth depended upon an ample supply of properly trained craftsmen in every department of the organization. The idea of a complete training school within the plant suggested itself to Mr. T. E. Donnelley, president of the organization. This idea was strengthened upon his reading an account of a school maintained by the Chaix Printing Company of Paris over a period of sixty years. Mr. Donnelley's plan was put into operation July 6, 1908, when The School for Apprentices of The Lakeside Press was formally opened.



JAMES VARALLO ('15) WAS A SMALL LAD WHEN HE ENTERED THE SCHOOL FOR APPRENTICES IN 1908. (SEE INSET.) NOW HE IS FOREMAN OF THE STOCK CATALOG DEPARTMENT

Although the first purpose of the School was to train craftsmen for the composing room and the pressroom, its scope has steadily widened until it is now known as the Training Department. The educational work undertaken at present includes the training of the following groups: apprentices for the several trades, clerical workers for the offices, high school graduates for special positions, college graduates, engineers, and others who must become familiar with printing processes before they can fill certain special positions. College men who enter the organization are usually assigned to the School for the purpose of learning the fundamental processes of the printing trade. In fact, the Training Department is expected to contribute to the efficiency of every department in the organization, as education is a requisite in any department in the industry.



GEORGE KOROUS ('16) BEGAN HIS CAREER AS A PRINTER IN THE SCHOOL IN NOVEMBER, 1909. HE IS NOW OCCUPYING A POSITION AS FOREMAN OF THE PRESS LOCK-UP DEPARTMENT

TRAINING APPRENTICES FOR THE TRADES

THE work of the School for Apprentices of The Lakeside Press is divided into two sections, a pre-apprentice course and an apprentice course. The pre-apprentice course includes instruction in hand composition, or typesetting, and such academic subjects as elementary mathematics, including applied arithmetic for printers, applied English, drawing and design, elementary science, and some social studies. This pre-apprentice course varies in length from several months to two full years, depending upon the age of the student, the amount of high school training he has had, and his ability and desire to master the subjects offered in the course of study.

The academic instruction offered in the School has been approved by the authorities of the Public Continuation Schools, and is accepted as con-



THE BEN DAY PROCESS OF MAKING ENGRAVINGS REQUIRES PRACTICAL ART ABILITY. JOHN DOMBROWSKI ('16) IS IN CHARGE OF THIS WORK IN THE ENGRAVING DEPARTMENT

tinuation school work for all boys under the legal age for leaving school. In other words, boys who are enrolled in our School for Apprentices are not required to spend eight hours a week in the Public Continuation School.

The apprentice course begins as soon as the pre-apprentice work has been completed, provided the student has reached the age of sixteen. This program includes instruction in the trade in the factory under the immediate supervision of the foreman of the department to which the apprentice is assigned. In order to avoid over-specialization during this period the apprentice is moved from one process to another so that he will become familiar with the work of the department. Instruction in academic subjects does not cease during the apprenticeship period. The students are required to spend about five hours weekly in the School continuing their academic work.



JERRY M. STEPANEK ('16) HAS RISEN FROM A PRE-APPRENTICE TO THE POSITION OF FOREMAN OF THE JOB DEPARTMENT. HE ENTERED THE APPRENTICE SCHOOL JULY, 1909

PROGRAM FOR ELEMENTARY SCHOOL GRADUATES

ELEMENTARY school graduates are accepted as soon as possible after reaching the age of fourteen. The length of the pre-apprenticeship period for them is, therefore, about two years. During this time they work about half of each day in the factory at light work suitable for boys of their age and physical development, the remaining half day being spent in the school room setting type and doing the required academic work. When the pre-apprentice course has been completed and the boy is sixteen years of age he is designated as apprentice and is assigned to the department for which he, his parents, and the Supervisor of Training decide he is best fitted. The duration of the apprentice course for elementary school graduates is



HERBERT LEPTHIEN'S ('15) EXPERIENCE IN THE PRODUCTION OF PRINTING HAS QUALIFIED HIM FOR HIS POSITION AS HEAD OF THE ESTIMATING DEPARTMENT. HE BEGAN IN 1908

five years. At the close of this period the apprentice is declared a journeyman in the branch of the industry he has selected, and is given a pocket card in a case and a large framed diploma of graduation attesting to his right to rank as a journeyman in the particular trade.

At the close of six months in the School the pre-apprentice is given an agreement which he and his parents sign. This agreement assures the apprentice of steady employment, a definite semi-annual increase in wages, and thorough instruction in the trade. It likewise assures the Company of the regular attendance of the student during his entire period of training.

Beginning at the close of the first year of the regular apprentice course the Company deposits in the bank a fixed sum each week to the credit of the student. This sum draws interest compounded quarterly, and at the close



ALBERT SCHLAG ('15) IS TYPOGRAPHER IN THE MECHANICAL DESIGN DEPARTMENT, HAVING RISEN FROM THE RANK OF A PRE-APPRENTICE DURING A PERIOD OF FIFTEEN YEARS

of the apprentice term is given to him as a reward for good behavior and for completing the course. This money is not deducted from the wages of the apprentice but is an outright gift from the Company.

PROGRAM FOR HIGH SCHOOL GRADUATES

GRADUATES of four-year high schools are coming to realize the advantages of learning a highly skilled trade. The Training Department has arranged a program for such young men whereby they spend not over six months as pre-apprentices, the time depending upon their ability and their willingness to apply themselves. When this course is completed they are placed under a three-year agreement and are taught the trade the same as the elementary school graduates who take five years.



RUSSELL JOHNSON ('16) (SEATED) ENTERED AS A HIGH SCHOOL GRADUATE IN 1914 AND IS NOW FOREMAN OF THE PROOFROOM. HARRY STERN ('17), AT HIS RIGHT, ENTERED IN 1910 AND IS NOW ASSISTANT FOREMAN



OSCAR DAUM ('16) ENTERED THE ORGANIZATION IN 1914 AS A HIGH SCHOOL GRADUATE AND IS NOW PRODUCTION MANAGER OF THE COMPOSING ROOM, WHERE A THOROUGH KNOWLEDGE OF THE TRADE IS REQUIRED



IT IS NECESSARY THAT AN EXECUTIVE IN A PRINTING PLANT HAVE A PRACTICAL KNOWLEDGE OF THE TRADE. R. A. SCHICK ('15) ENTERED THE ORGANIZATION IN 1909 AS A HIGH SCHOOL GRADUATE, TOOK A REGULAR APPRENTICE COURSE, AND IS NOW NUMBERED AMONG THOSE WHO HAVE SHOWN THEIR ABILITY TO DIRECT THE EFFORTS OF OTHERS. HE IS SUPERVISOR OF FINE BOOK AND CATALOGUE WORK IN THE OPERATING DEPARTMENT

The printing industry offers unusual opportunities to high school graduates who have ability in drawing and design. There is demand for typographic designers and layout experts. Needless to say a young man must thoroughly master the trade before he can qualify for these attractive positions.

PROGRAM FOR YOUNG MEN WITH LESS THAN FOUR YEARS' HIGH SCHOOL TRAINING

MANY boys decide to leave high school at the close of their first or second year. To them the Training Department offers a somewhat shortened apprenticeship course, by allowing each year of successful high school work to reduce the term of apprenticeship to the extent of six months. Such students are required to take the pre-apprentice



COMPOSITORS WHO CAN SET DISPLAY MATTER WILL ALWAYS COMMAND GOOD WAGES. JOHN VANA ('22) IS ONE OF THE RECENT GRADUATES WHOSE SKILL HAS WON HIM FAME IN THE COMPOSING ROOM. HE BEGAN IN 1916



THE CUTTING AND MITERING OF RULES IS AN IMPORTANT STEP IN THE MAKEUP OF A MAIL ORDER CATALOG. FRANK HODEK ('22) IS AMONG THOSE LISTED AS HUNDRED PER CENT WORKMEN IN THE COMPOSING ROOM



THE SUCCESSFUL TEACHING OF PRESSMANSHIP REQUIRES A KNOWLEDGE OF THE TRADE PLUS THE ABILITY TO IMPART THAT KNOWLEDGE TO OTHERS. JAMES BOHATY ('15), BECAUSE OF THE TRAINING HE RECEIVED IN THE APPRENTICE SCHOOL, IS COMPETENT TO ACT AS FOREMAN-INSTRUCTOR OVER A GROUP OF APPRENTICES DOING A VARIETY OF HIGH GRADE PRINTING INCLUDING COLOR WORK ON THE CYLINDER PRESSES

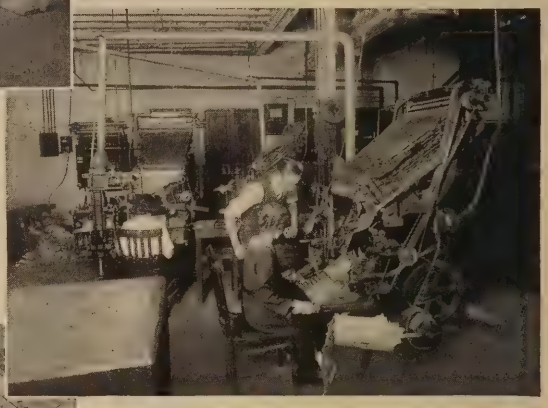
course as outlined above. They are likewise placed under agreement at the close of six months' service for a term of years.

PART-TIME WORK FOR BOYS ATTENDING HIGH SCHOOL

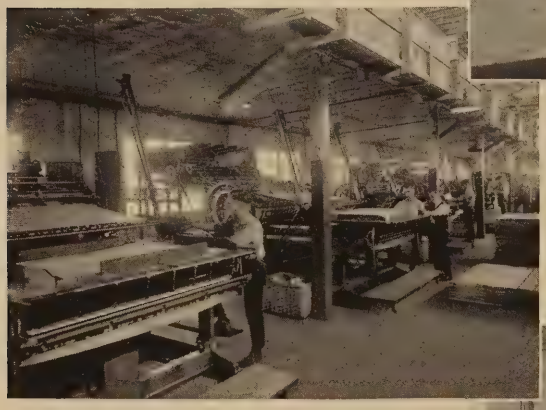
IT is possible in some cases to arrange a program so that boys may take several subjects in high school during the forenoon or the afternoon and spend the remaining half day in the School for Apprentices. For such students there are three points of advantage: First, they can secure for themselves the benefit of two or four years of high school education. Second, they can begin to learn the fundamentals of a good trade. Third, they can earn a fair sum of money and establish themselves with a reliable company.



RAY HARDERS ('16) IS ANOTHER GRADUATE WHO WAS READY TO TAKE CHARGE OF A DEPARTMENT IN THE NEW PLANT. HE IS RESPONSIBLE FOR THE INSTRUCTION IN HAND COMPOSITION, INCLUDING LAYOUT AND DESIGN, AT CRAWFORDSVILLE, INDIANA



CHARLES NELSON ('15), HAVING QUALIFIED AS AN EXPERT LINOTYPE OPERATOR AND MACHINIST, WAS CHOSEN TO ASSUME FULL CHARGE OF THE BATTERY OF LINOTYPES AT THE NEW PLANT. HE ALSO ACTS AS INSTRUCTOR IN MACHINE COMPOSITION



OTTO KEISER ('16) WAS ONE OF THE GRADUATES SELECTED TO TAKE CHARGE OF A DEPARTMENT WHEN THE NEW CRAWFORDSVILLE, INDIANA, PLANT WAS OPENED. HE IS FOREMAN OF THE PRESSROOM AND ACTS AS INSTRUCTOR OF PRESSMANSHIP ON BOTH CYLINDER AND JOB PRESSES AT THIS PLANT



EDWARD RANDAK ('16), AFTER COMPLETING THE COURSE OFFERED FOR HIGH SCHOOL GRADUATES, ENTERED THE EFFICIENCY DEPARTMENT. HE IS NOW IN CHARGE OF EFFICIENCY WORK AT CRAWFORDSVILLE, INDIANA. HE IS SHOWN MAKING TIME STUDY OF OPERATIONS ON A FOLDING MACHINE



RARE BOOKS AND SMALL EDITIONS OF MODERN BOOKS ARE BOUND BY HAND. YOUNG MEN WITH AN INTEREST IN APPLIED ART ARE TAUGHT THE BINDER'S TRADE UNDER THE SUPERVISION OF SKILLED CRAFTSMEN. HAVING HAD ACTUAL EXPERIENCE IN THE VARIOUS PROCESSES IN BOOKMAKING THE APPRENTICES IN THIS DEPARTMENT ARE AVAILABLE FOR INSPECTION AND SUPERVISORY POSITIONS AFTER COMPLETING THE TRAINING COURSE

SPECIAL COURSE IN BOOKBINDING

A SPECIAL course in bookbinding is offered at the Calumet plant. Apprentices in this branch of the Training Department are taught all of the processes included in the bookbinding craft. Pre-apprentices begin their training by learning to fold sheets, gather and collate sections, and sew books. When these processes are mastered they are given instruction in the highly skilled operations known as *forwarding*. Later they are encouraged to make appropriate designs for artistic leather bindings and are taught how to execute them in gold leaf, using a large number of tools, to reproduce the design in the leather. In fact the apprentices in the School become acquainted with all of the fascinating operations known as *finishing*.





THE TRAINING DEPARTMENT DOES NOT OFFER A COMPLETE COURSE IN ART BUT ENCOURAGES BOYS WHO HAVE ABILITY, TO ATTEND ART SCHOOLS. ALTHOUGH A SPECIALIST IN COMMERCIAL ART, JOSEPH CARTER ('23) HAS PRODUCED THE WORK IN OIL ON THE LEFT WHICH RECEIVED FAVORABLE MENTION AT THE ART INSTITUTE IN A RECENT EXHIBITION OF THE WORKS OF CHICAGO ARTISTS



LITHOGRAPHY, NOW GENERALLY CALLED OFFSET OR METAL PLATE PRINTING, IS A TECHNICAL PROCESS FREQUENTLY USED IN THE REPRODUCTION OF WORKS OF ART. CARL WUERMER ('23) CHOSE THIS DEPARTMENT AS A FIELD FOR THE EXPRESSION OF HIS ART ABILITY. HIS OIL PAINTING, REPRODUCED HERE, WON HIM RECOGNITION IN A RECENT EXHIBIT AT THE ART INSTITUTE



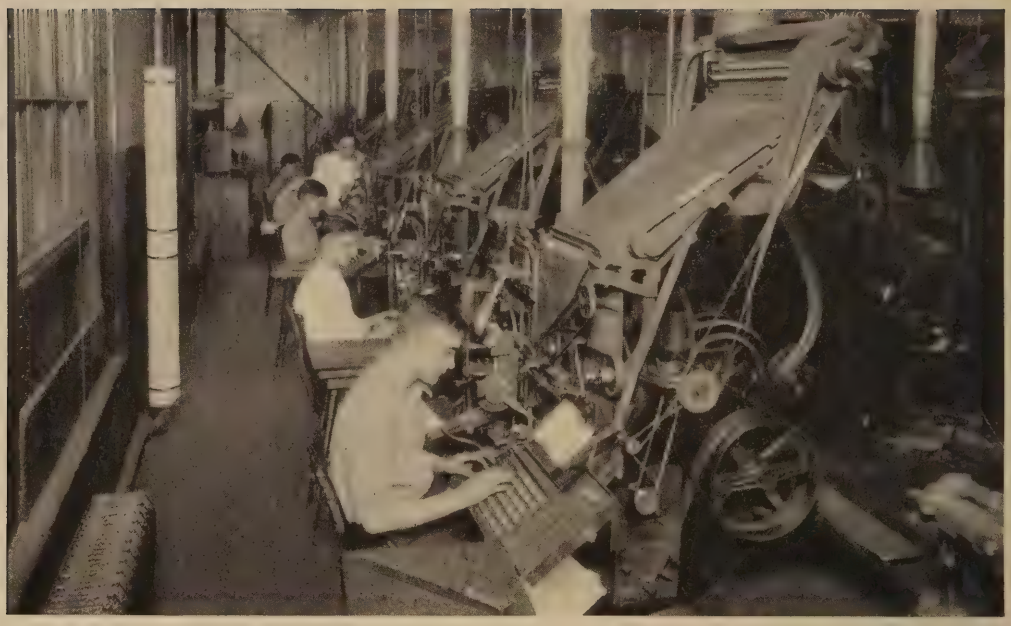


A GROUP OF BOOKS BOUND IN THE TRAINING DEPARTMENT AT THE CALUMET PLANT. THE HIGHEST GRADE OF INLAYING AND GOLD LEAF WORK IS DONE UNDER THE SUPERVISION OF SKILLED CRAFTSMEN. APPRENTICES ARE TAUGHT TO SELECT THE MOST SUITABLE MATERIALS FOR THEIR WORK AND ARE ALSO ENCOURAGED TO DISPLAY ORIGINALITY IN THE PREPARATION OF DESIGNS TO BE APPLIED IN FINE BOOKBINDING AND HAND-TOOLING

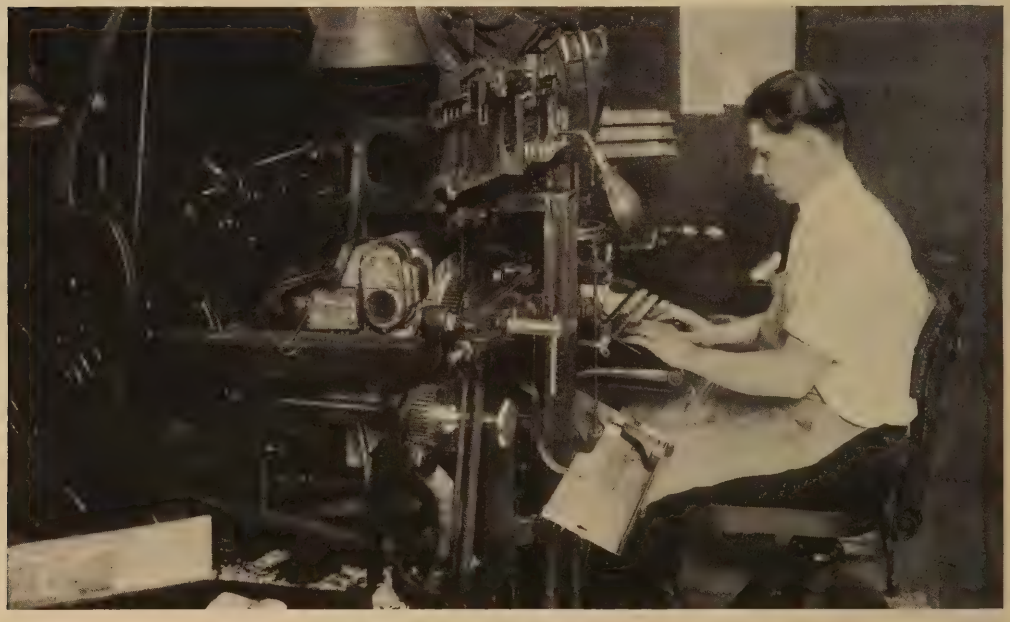
It is evident that the nature of the training in this department calls for more than ordinary ability in art. For that reason this course is attractive to boys who are interested in applied art.

RATES OF PAY

SINCE they work only about half time, pre-apprentices are started at about one-half of the current wage rates for boys of their age, training, and experience. At the completion of the pre-apprentice work the rate advances to the current rate, and from that time on the wage increases regularly every six months until the close of the apprentice course when it is automatically set at or above the current rate for journeymen in the branch of the industry which the student has selected.



LINOTYPE INSTRUCTION MUST BE PRECEDED BY EXPERIENCE IN HAND COMPOSITION. THE ABOVE PICTURE SHOWS APPRENTICES AT WORK ON LIVE MATTER. THEY ARE EARNING WHILE LEARNING A GOOD TRADE



TO PRODUCE GOOD BOOK WORK ON THE LINOTYPE THE OPERATOR MUST KNOW THE RUDIMENTS OF BOOK COMPOSITION. EDWARD CESAL ('21) HAS GAINED RECOGNITION IN THIS FIELD AS HE LEARNED HAND COMPOSITION



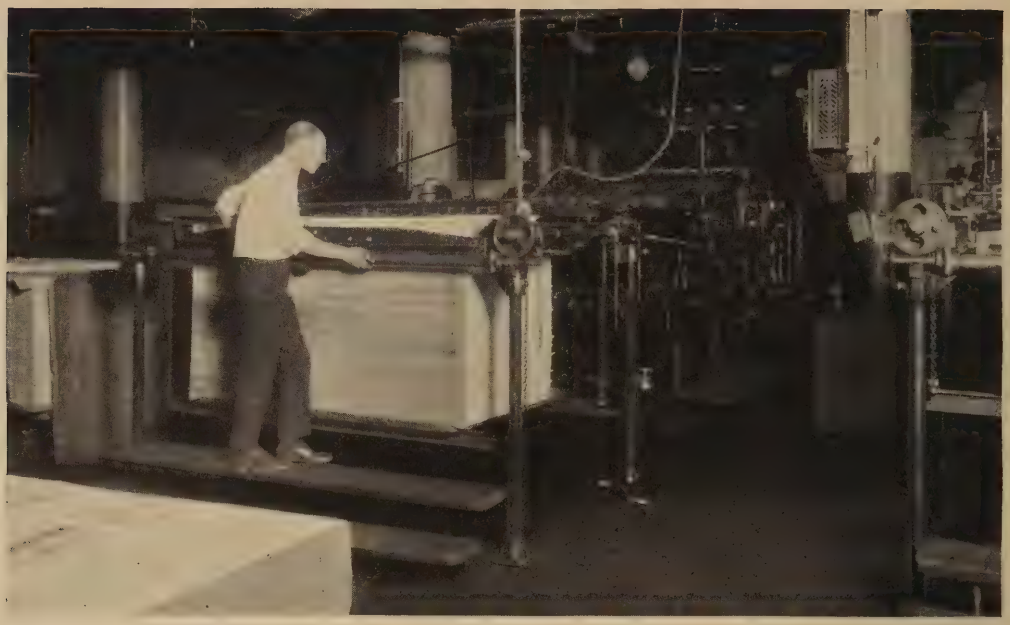
AN OPERATOR ON THE MONOTYPE KEYBOARD, IN ORDER TO MAINTAIN THE SPEED OF WHICH THE MACHINE IS CAPABLE, MUST KNOW PRINTING AS WELL AS HIS KEYBOARD. EDWARD KULIK ('20) FIRST LEARNED TYPOGRAPHY AND THEN DEVELOPED HIS ABILITY AS AN OPERATOR TO THE ONE HUNDRED PER CENT POINT. TO QUALIFY AS A KEYBOARD OPERATOR ONE MUST ALSO UNDERSTAND THE MECHANISM OF THE CASTING MACHINE

BRANCHES OF THE PRINTING INDUSTRY

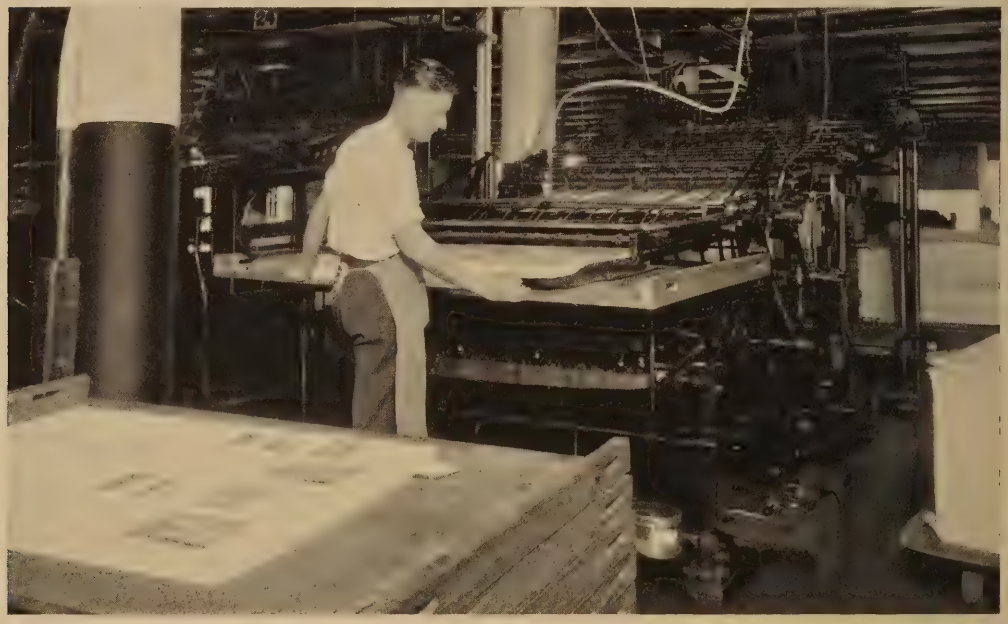
THERE are many separate trades in the printing industry, any one of which is worthy of years of study. A list of the more important opportunities is given below together with a brief description of the processes in each.

HAND AND MACHINE COMPOSITION: Setting of display matter, make-up of pages, lockup and lineup, operation of linotype and monotype machines.

CYLINDER, ROTARY AND PLATEN PRESSWORK: Operation of job, cylinder, including two-color and rotary presses, make-ready on presses, operation of automatic feeders, operation of folding devices, ink mixing and distribution, and handling paper stock.



A SUCCESSFUL COLOR PRESSMAN MUST HAVE A KNOWLEDGE OF COLOR VALUES AND POSSESS A CRITICAL EYE FOR DEFECTS. WILLIAM PECHA ('20) IS SHOWN INSPECTING THE PRODUCT OF HIS TWO-COLOR MIEHLE PRESS



TO BECOME A COMPETENT PRESSMAN ONE MUST UNDERSTAND THE MECHANICS OF THE PRESS AND KNOW ALL PECULIARITIES OF PAPER AND INK. CARL RIEDEL ('23) RECENTLY QUALIFIED AS A CYLINDER PRESSMAN



A GROUP OF YOUNG MEN, GRADUATES OF THE TRAINING DEPARTMENT, WHO ARE OPERATING PRESSES AT NIGHT IN VARIOUS PARTS OF THE PRESSROOM. PRINTING PRESSES ARE COSTLY MACHINES AND ARE USUALLY OPERATED BOTH DAY AND NIGHT. THESE YOUNG MEN WERE UNABLE TO JOIN THE GROUP SHOWN ON PAGE NINE. THEY ALL BEGAN AS PRE-APPRENTICES AND WERE TAUGHT HOW TO SET TYPE BEFORE THEY ENTERED THE PRESSROOMS

ART WORK AND PHOTO-ENGRAVING: Hand lettering and sketching, water color and oil painting, Ben Day process, camera operation, stripping and printing, etching, finishing, routing, mounting, special processes for color reproduction, and proving.

OFFSET TRANSFER (METAL LITHOGRAPHY): Art work in transfer, photographic transfer, graining plates, experimental work.

OFFSET PRESSWORK: Care and operation of presses, stock handling, mixing of inks, and a thorough knowledge of color values.

BINDERY OPERATIONS: Operation of folding machines and gathering, stitching, and covering machines, cutting, hand sewing, forwarding and finishing of a case bound book, manufacture of art covers, gilding, inspecting, wrapping, and shipping.



IN THE PRODUCTION OF ILLUSTRATIONS THERE IS A LARGE AMOUNT OF HAND WORK NECESSARY. THESE YOUNG MEN ARE APPRENTICES AND GRADUATES WORKING ON THE FINISHING BENCH IN THE ENGRAVING DEPARTMENT



THE OPERATION OF A CAMERA IN HALFTONE PHOTOGRAPHY INVOLVES A KNOWLEDGE OF THE PHYSICS OF LIGHT AND THE SCIENCE OF CHEMISTRY. HILDING NELSON ('22) IS SHOWN ADJUSTING THE LENS OF A LEVY CAMERA



A GROUP OF UNIVERSITY TRAINED MEN WHO ARE PREPARING BY A GRADUATE COURSE IN BUSINESS FOR SPECIALIZED POSITIONS IN THE DONNELLEY ORGANIZATION. STANDING (LEFT TO RIGHT), WILLIAM SWETT, UNIVERSITY OF CHICAGO; WILLIAM J. LOUDERBACK, JR., HARVARD UNIVERSITY. SEATED, HARRY T. SHARPE, NEW YORK UNIVERSITY; LOUIS McMURDIE, NORTHWESTERN UNIVERSITY; F. H. FRAZIER, HARVARD UNIVERSITY

TRAINING SPECIAL GROUPS

EXECUTIVES AND PRINTING ENGINEERS

A LIMITED number of boys who have completed either the two-year or four-year high school course are given special training to prepare for positions in the time-keeping, production, factory estimating, cost, and accounting departments. A short time is spent in the Training Department to learn the language of the printing office and to become familiar with the many operations. A few university-trained men find the printing industry offers exceptional opportunity for investigation and experimentation in the fields of machinery, methods of production, paper, ink, agglutinatives, photo-engraving, alloys, and in human engineering or



A GENERAL KNOWLEDGE OF PRINTING PROCESSES PROMOTES TEAMWORK BETWEEN DEPARTMENTS, AND TEAMWORK IS ESSENTIAL TO PRODUCTION. A COURSE IN PRINTING ESTIMATING HAS BEEN DEVELOPED FOR THIS PURPOSE. THE PICTURE SHOWS THE TUESDAY EVENING CLASS OF ABOUT SIXTY MEN FROM ALL DEPARTMENTS UNDER THE INSTRUCTION OF MR. EDWARD GALLAWAY, AN ESTIMATOR OF WIDE EXPERIENCE

scientific management. Engineering graduates and other college-trained men are given intensive courses to acquaint them with the processes and problems of the entire organization. They are then assigned to some department for study and research with the idea in mind of becoming either specialists or executives in their respective departments.

GENERAL COURSE IN PRINTING ESTIMATING

IN order to promote a general knowledge of the Donnelley method of manufacture and to secure more perfect correlation among adult employees in all departments, a course in printing estimating has been developed by the Training Department and is presented one night a week during the Fall and Winter of each year. The first series of lessons, which was



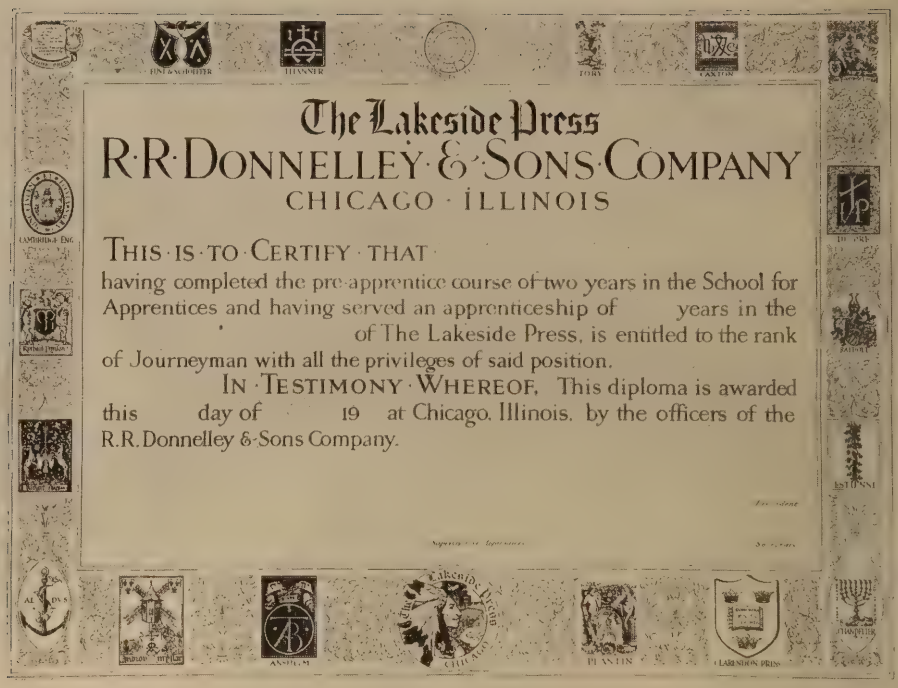
THIS GROUP OF SIXTY MEN IN THE THURSDAY EVENING ESTIMATING CLASS INCLUDES MANY EXECUTIVES IN RESPONSIBLE POSITIONS. THE CLASS HAS STUDIED THE DIFFERENT BRANCHES OF THE PRINTING INDUSTRY, INCLUDING COST FINDING, IMPOSITION, COMPOSITION, AND PRESSWORK, IN ORDER TO BECOME FAMILIAR WITH THE INDUSTRY AS A WHOLE. THEY WILL LATER STUDY BOOKBINDING, OFFSET PRINTING, AND PHOTO-ENGRAVING

conducted by Mr. Edward Gallaway, was attended by about one hundred and twenty men including many of the most important executives in the organization. This course is open only to adults who have completed some preliminary work in printer's arithmetic and similar subjects.

EQUIPMENT FOR TEACHING

THE Management has set aside about three thousand square feet of floor space for the School for Apprentices. This area is divided into a composing room, a lecture room for academic classes, an office for the Supervisor of Training, and a library and reading room.

The arrangement of the composing room and its equipment make it a model of its kind. There are stands to accommodate twenty-five students.



The Lakeside Press
R·R·DONNELLEY·&·SONS·COMPANY
CHICAGO · ILLINOIS

THIS·IS·TO·CERTIFY·THAT·
having completed the pre-apprentice course of two years in the School for Apprentices and having served an apprenticeship of years in the of The Lakeside Press, is entitled to the rank of Journeyman with all the privileges of said position.

IN·TESTIMONY·WHEREOF, This diploma is awarded this day of 19 at Chicago, Illinois, by the officers of the R.R. Donnelley & Sons Company.

THE DIPLOMA PRESENTED TO THE GRADUATES AT THE CLOSE OF THEIR APPRENTICESHIP IS EVIDENCE OF SATISFACTORY COMPLETION OF THE COURSE AND CERTIFIES TO THEIR RIGHT TO RANK AS JOURNEYMEN

The equipment for teaching bindery work at the Calumet plant consists of the standard sewing stands, electric glue pots, forwarding tools, presses, and an unusually complete line of tools for finishing.

THE LIBRARY

AN industrial library must be more than a shelf of books. The volumes must be authoritative and in the latest editions. The main library of the Training Department is at the Polk Street plant while branches are maintained at both the Calumet and the Crawfordsville plants.



RECREATION IS A PART OF THE DONNELLEY PROGRAM. THE EMPLOYEES INDULGE IN PLAYGROUND BALL, SOCCER, GOLF, BOWLING, AND OTHER SPORTS DURING THE SEASON. EACH DEPARTMENT ORGANIZES A TEAM IN EACH SPORT. THE BEST PLAYERS ARE SELECTED TO COMPETE WITH TEAMS THROUGHOUT THE CHICAGO DISTRICT

The collection includes the best known works on printing and a few sets of the great works of fiction in the best editions. A considerable number of rare editions on design, bookbinding, and decoration are kept for reference. Duplicate copies of several volumes are available for circulation. The leading journals of the printing industry come to the library regularly, and are permanently bound at the close of each year.

TEXTBOOKS

TEXTBOOKS for the courses given by the Training Department have been developed or adapted to suit the needs of the students. *Applied English* serves as a style book for compositors and a basic text for the classes in English. *Applied Design for Printers* by Gage, published by



the United Typothetae of America, furnishes suitable material for the teaching of layout and design. *Applied Arithmetic* by E. E. Sheldon, Supervisor of Training, covers the entire subject of Elementary Mathematics as applied to the printing industry. *A Course in Printing Estimating* by Edward Gallaway of the Estimating Department furnishes the basis for adult training in the general subject of printing methods. *Cylinder Pressmanship* by M. M. Kandle is a technical manual on pressroom practices.





UPPER LEFT
JAMES BOHATY'S
RESIDENCE
IN RIVERSIDE

UPPER RIGHT
GEORGE KOROUS'
BUNGALOW
IN CICERO



CENTER
JERRY STEPANEK'S
SUMMER HOME
AT
FOX RIVER GROVE,
ILLINOIS

TEACHING THRIFT

NEITHER position nor salary will make one independent if he has not acquired habits of thrift. A boy who makes the necessary sacrifice in time and money to learn a trade soon realizes the importance of the saving habit. The Mutual Savings Association of The Lakeside Press encourages savings accounts as small as twenty-five cents a week. A boy who early learns to set aside a definite amount weekly starts himself along the road to financial independence. Three of our young men began while mere lads to lay the financial foundations for the homes pictured here. Many others have done the same.

The Lakeside Press Employees Association through its sickness benefit plan encourages young men to provide against the unforeseen emergencies of life and also through the club features to help in the social activities.



THE PLYMOUTH
COURT PLANT OF
THE LAKESIDE PRESS,
731 PLYMOUTH COURT,
CHICAGO

THE CALUMET
PLANT OF
THE
LAKESIDE PRESS,
21ST STREET
AND
CALUMET AVENUE,
CHICAGO,
UNDER
CONSTRUCTION



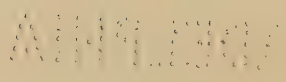


THE NEW PLANT
NOW UNDER CON-
STRUCTION AT
CRAWFORDSVILLE,
INDIANA, ON A
PICTURESQUE TRACT
OF LAND JUST
WEST OF
WABASH COLLEGE

Any one desiring further information regarding the Training Department or the course of study is invited to communicate with

THE TRAINING DEPARTMENT
R. R. DONNELLEY & SONS COMPANY
731 PLYMOUTH COURT
CHICAGO

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